OPEN ENROLLMENT TIMELINE
Current Month = July
Processing accruals/usage for June

SUN	MON	TUE	WED	THU	FRI	SAT
IT **HR** **SCO** **EE**	**1** 1ST DAY TO ADD NEW (JUL) EMPLOYEES TO LAS	**2** 1ST Day: HR WORKS ALL ERROR MESSAGES	**3**	**4**	**5**	
	DEPT IT: USAGE FILE SENT/ACCRUALS POSTED (JUNE = VA*)					
	8	**9**	**10**	**11**	**12** LV BEN FILE	
	DEPT IT: USAGE FILE SENT/ACCRUALS POSTED (JUNE = VA*)					
	15	**16** MONTHLY LAB REPORT	**17** 1ST Day: NDI - Family Care Leave (FL) added to LAS	**18**	**19** LV BEN FILE / Last Day: HR WORKS LAS ERRORS (MSG)	
	DEPT IT: USAGE FILE SENT/ACCRUALS POSTED (JUNE = VA*)					
	22 MASTER PAYROLL CUTOFF / DOWNLOAD BALANCES / ACCRUALS	**23** HR KEYS VA to AL TRANSFERS EFFECTIVE JULY IN LAS AND DEPT SYSTEM	**24**	**25**	**26** EE KEYS JULY TIME FOR AL AND/OR FL	
	29 EE KEYS JULY TIME FOR AL	**30** LAST DAY TO ADD NEW (JUL) EMPLOYEES TO CLAS	**31** BEGIN AUGUST LEAVE PERIOD	AUGUST 1	**2**	
			DEPT IT: USAGE FILE SENT (JUL = AL*)			

*Example of an employee transferring from Vacation (June) to Annual Leave (July)